

PROCEDURES FOR COMPLIANCE WITH IOWA CODE CHAPTER 22 – THE OPEN RECORDS LAW

The South Central Iowa Solid Waste Agency (SCISWA or Agency) is a public entity formed under Chapter 28E of the Iowa Code. This document sets forth SCISWA's policies and procedures for compliance with and implementation of the provisions of Iowa Code Chapter 22: Examination of Public Records.

As used in Chapter 22, "lawful custodian" means the South Central Iowa Solid Waste Agency. SCISWA designates its Director and Agency Business Manager as employees with the "responsibility for implementing the requirements of this chapter."

Individuals may view public records for all SCISWA facilities and operations at the Agency's administrative office, 1736 Highway T-17, Tracy, Iowa, as this is where records for all on-site and remote location facilities are stored.

Public records will be available during regularly posted Agency hours of operation every Monday through Friday, excluding legal holidays.

On-site examination of Agency records will occur in the conference room or in the copy/work room at Agency administrative offices. Documents will be delivered to the requesting individual. One of the designated Agency employees will remain in the room while original records, data, or documents are being examined to supervise the Chapter 22 review. Before the individual leaves the site, Agency staff will confirm that all original materials have been returned in the condition provided.

The Agency will charge a fee for the time spent in excess of 15 minutes in a month by Agency staff to compile or supervise review of documents or data. Fees shall be calculated according to the hourly pay rate or equivalent salary (calculated on a 2,080 hour work year) for the staff member(s) involved in the effort.

If copies of public records are requested, they will be made by an Agency employee and are subject to fees:

- Up to and including five (5) copies of documents in a size that can be reproduced on the Agency copier (currently up to 11" by 17") – no charge
- More than five (5) copies of documents in a size that can be reproduced on the Agency copier – \$0.50 per copy
- Maps and drawings larger than 11" by 17" must be sent off-site for reproduction. The Agency will arrange for such copies to be made. SCISWA will charge any fee assessed by the copy center, without markup, to the individual requesting the data.

All fees will be paid at the time of delivery of the requested material.

Some SCISWA data is stored electronically. As allowed by the specified Code section, SCISWA limits access to its computers, software, and databases to designated Agency employees. Individuals seeking to review public records that are stored in an electronic format must make their request to the Agency Business Manager and/or Director and that individual will generate or reproduce the requested material. Fees for printouts shall be:

- Up to and including five (5) copies of documents in a size that can be reproduced on the Agency copier (currently up to 11” by 17”) – no charge
- More than five (5) copies of documents in a size that can be reproduced on the Agency copier – \$0.50 per copy
- Maps and drawings larger than 11” by 17” must be sent off-site for reproduction. The Agency will arrange for such copies to be made. SCISWA will charge any fee assessed by the copy center, without markup, to the individual requesting the data.

If neither the Director nor Business Manager possesses the technical expertise to generate or reproduce the requested material from the electronic storage of data, they will request professional assistance. In the event the professional assistance charges a fee for the generation or reproduction of the requested material, SCISWA will charge the fee, without markup, to the individual requesting the data. This fee will be paid at the time of delivery of the requested material.

All individuals wishing to review Agency records are encouraged to call in advance to make an appointment.

The Agency will keep confidential those records designated in Iowa Code Chapter 22.7 as confidential and any other records subject to confidentiality under state or federal law or regulations.

Approved by the Agency this ____ day of _____, 2006

Effective upon adoption.

Roger Schletzbaum, Chairman